# Training outline and description

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|   |   | Duration (minutes) |
| Basic Excel | Introduction and quick presentation of techniques |  |
| Handy Excel shortcuts | Provide a list of handy keyboard shortcuts, function keys, and some other common shortcut keys for Microsoft Excel.  | 10 |
| Demonstration will follow |
| Sheet Manipulation  | Coloring tabs, renaming, copying/moving, etc.) | 30 |
| (New worksheet/ Copy, move existing worksheet/ Rename).  |
| PROTECT/LOCK the WORKSHEETS and the WORKBOOK. |
| Comment a cell, Insert a text box, Freeze panes, Wrapping text in a cell. |
| Sorting data | How to sort a single range or a full table. Considerations when sorting the table to avoid miscalculations.  | 15 |
|
| Outlining data - Group/ Ungroup rows and columns | Make your data more manageable. Outlining gives you the ability to group data you may want to show or hide from view, as well as to create a quick summary using the ***Subtotal*** command. Considerations that need to be taken to avoid miscalculations.  | 20 |
| Using LISTS in Excel | Demonstrate the use of lists in Excel. Creating and handling DropDown lists that reference a range of values in a table. | 10 |
|   |
| Filtering data | Filter data in a table. Guidelines and examples for sorting and filtering data by color. Filter by using advanced criteria. | 10 |
| Cell formatting  | Quick presentation on the type of values that can be entered and recognised by Excel such as Numeric, Text, Date, Currency etc.  | 15 |
| How to manipulate, format and do a **validation check** on these values. How to make sure that numeric values are recognised as numeric values by Excel to **avoid calculation errors**. |
| CONDITIONAL FORMATING | Go through the existing (excel built in) rules for conditional formatting as well as demonstrating how to create custom rules (using functions) to extend the conditional formatting capabilities. | 30 |
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| Absolute & Relative Cell Referencing (i.e. the $ sign) | Important considerations when referencing a cell. Hands on examples and on the types of referencing and what can go wrong. | 10 |
| Also, how to (quickly) check what cells are referenced from a cell (that contains a formula), or vice versa.  |
|   |
| **Excel functions** | **Demonstrate the use of a variety of excel functions** |  |
|  |
| Date and Time functions  | Make use of the TODAY, MONTH, TIME functions | 10 |
| Conditionals  | Use of the functions if, ifs, sumif, sumifs, Count, Countif, average, aveageif, averageifs, that can handle multiple criteria.  | 45 |
| Logical functions  | Use logical operators and construct more elaborate logical tests to perform more powerful data analysis. We will present 4 logical functions such as AND, OR, NOT, IFERROR | 10 |
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| Information Functions  | Quick introduction to Information functions and what they can do. They evaluate a value or cell reference and return the logical TRUE or FALSE, depending on whether the value is or isn’t the type for which the IS function tests.  | 15 |
| e.g. ISBLANK – ISERROR – ISTEXT – ISNONTEXT – ISNUMBER.  |
| Strings functions  | Introduction to string functions and how they can be applied to messy data to separate information and make it structured.  | **15** |
| String function are: TRIM, LEN, CONCATENATE, LEFT, RIGHT, FIND, SUBSTITUTE |
| Mathematical and Statistical Functions | Present a series of math and stats functions such as: Average, Max, Mix, Median, SQRT, Raise to a power, Count, ABSOLUTE, Random Numbers Generator, RoundDown, RoundUp, Truncate a number.  | 15 |
|   |
| Named Ranges & Named Tables | Introduce the power of *named ranges*. Assign a name to a range of values or tables and quickly reference these ranges (or tables) in formulas by typing its name.  | **25** |
| Pivot Tables | Explore the capabilities of Pivot Tables in aggregating data.  | **45** |
| Hands on examples on how to pivot the table to get the information you want.  |
| Use of the new highly users friendly *Slicers* capability introduced in Excel 2010 that enables quick drill down of the data. |
| Also, how to produce Pivot Chats that are connected to pivot tables and visually present the information. |
| Creating and Designing Charts | We will explain what chart is suitable to what type of data and based on what information needs to be visualized.  | **45** |
| How to quickly produce a chart and start customizing it. Adding secondary axis and other chart elements, combine chart types into a single visualization, formatting the scales, connecting it to a dataset, exporting it to Word and linking the chart in the original dataset.  |
| Search and retrieve data | Present multiple ways to retrieve data from structured tables. Hands on examples on the various ways. | 40 |
| Will present the family of LOOKUP functions as well as the more robust and highly flexible INDEX and MATCH functions. |
| This will also serve the purpose of demonstrating how to type formula into another formula.  |
| Insert data from web | A quick presentation on how to retrieve and manipulate data from other sources and specifically from the Web. Data can be automatically refreshed. | 15 |
| Macros | Present how to record a macro to automate the process of formatting and performing repeating tasks | 15 |
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|  | Total minutes | 445 |
|  | Hours | 7,42 |

# Notes:

**Duration**

We estimate the course to last approximately 8 to 9 hours for an audience of maximum of 10 persons. The course will be split into 2 training sessions and will covered in two (2) separate days.

**Instructor team**

There will be 2 instructors; one will lead the course and another that will facilitate the training by assisting the main trainer and the trainees.

**Material**

Trainees will receive:

a) A hard and a soft copy of a booklet covering an outline of the exercise steps

b) The exercise excel workbook containing all the hands-on exercises

**Instructors**

Lefkios Paikousis: Leading instructor

Myria Tsiarta: Assistant instructor

For more info, please contact:

**Lefkios Paikousis**

Senior Statistician

lefkios@improvast.com

+357 22 263418

+357 99 387521

[www.improvast.com](http://www.improvast.com)

